

## **Campus Security Authorities Policy Columbia College Chicago**

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### **I. PURPOSE**

The purpose of this directive is to identify Campus Security Authorities (CSAs).

### **II. POLICY**

It is the goal and policy of the Office of the Campus Safety and Security to maintain real-time situational awareness of crime and public safety conditions within and around the campus.

The Office of Campus Safety and Security, in compliance with the Jeanne Clery Act of 1990, identifies positions within the College based upon function to whom crimes may be reported. These representatives, referred to as Campus Security Authorities (CSAs) have been identified based on significant responsibility for students and campus activities and are in addition to Security officers and personnel.

### **III. CSA POSITIONS**

- A. Associate Vice President and Dean of Students
- B. Assistant Dean of Student Health and Support
- C. Assistant Dean of Student Life
- D. Director of Residence Life
- E. Coordinator of Residence Life Adjudication
- F. Coordinator of Fitness, Athletics and Recreation
- G. Director of Human Resources
- H. Director of International Programs
- I. Director of Student Organizations
- J. Executive Director of Student Engagement and Multicultural Affairs
- K. Executive Director Semester in LA
- L. Resident Advisors
- M. Student Residential Properties Security Staff

### **IV. REPORTING RESPONSIBILITIES AND PROCEDURES**

- A. Campus Security Authorities shall report criminal allegations and public safety issues to the Office of Campus Safety and Security.
- B. An immediate notification shall be made to the Security Command Center for the following incidents:
  - 1. Criminal Incidents
  - 2. Deaths
  - 3. Environmental / Public Health Hazards
  - 4. Missing / Found Persons
  - 5. Police, Fire or Paramedic Responses
  - 6. Power Outages

### **V. CONFIDENTIALITY OF REPORTING**

CSA reports are used by the institution to compile statistics for Clery Act reporting and to help determine if there is a serious or continuing threat to the safety of the campus

community that would require an alert (i.e., a timely warning or emergency notification discussed in Chapter 6). However, those responsibilities can usually be met without disclosing personally identifying information. A CSA report does not need to automatically result in the initiation of a police or disciplinary investigation if the victim does not want to pursue this action.

Institutions must protect a victim's confidentiality while also recognizing that, in some cases, an institution may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures.

Additional information concerning the confidentiality of reports to CSAs is available within the College's Annual Crime Statistics & Fire Safety Report (<http://students.colum.edu/safety/pdf/annual-crime-fire-report.pdf>).

#### VI. SECURITY RESPONSE

- A. Security personnel will be dispatched to investigate the above incidents and will prepare the appropriate Incident Report and make the appropriate notifications.
- B. Crime victims will also be informed of the option to report criminal incidents to the Chicago Police Department for their response and investigation.

#### VII. TRAINING

Campus Security Authorities shall complete CSA training in compliance with the Clery Act and coordinated through the Office of Campus Safety and Security.